

User's Manual

[APPLICATION NAME]

Version: [#]

[DATE]

Version History

Issue	Date	Change
1.0	6/24/05	Initial requirements
1.1	3/16/06	Append time in the Required Date Columns
2.0	9/16/06	Report generation; Archiving/Disposal; Interface Enhancements; Bug Fixes

1.0 Introduction

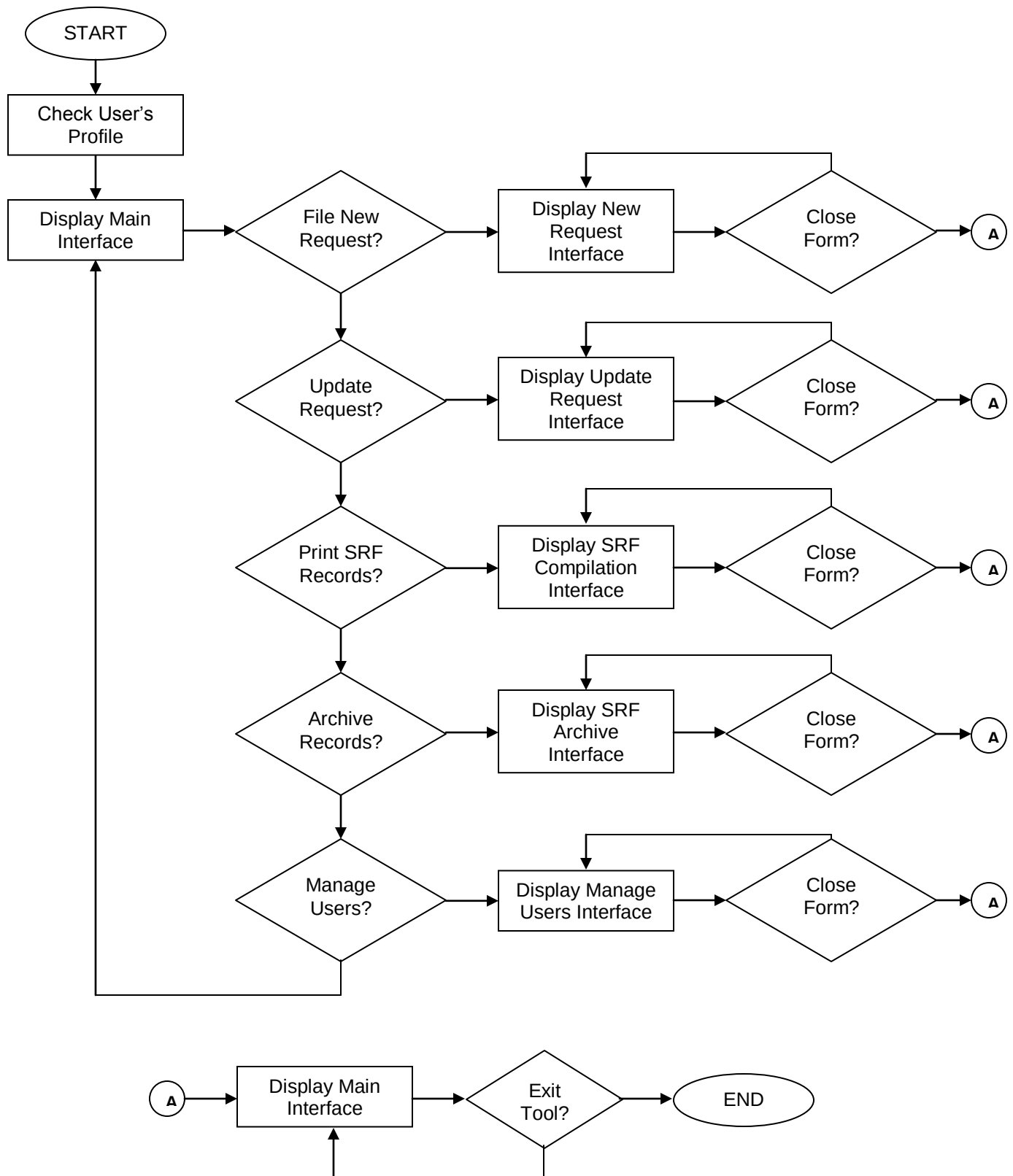
1.1 Overview

SRF Auto is a software request utility tool where request for program revisions and enhancements or new program development are done on-line. Status of the requests is then updated to track and monitor from development to signed-off.

2.0 Limitations

The system covers only from REQUEST-DEVELOPMENT-ENDORSEMENT-DEPLOYMENT cycle.

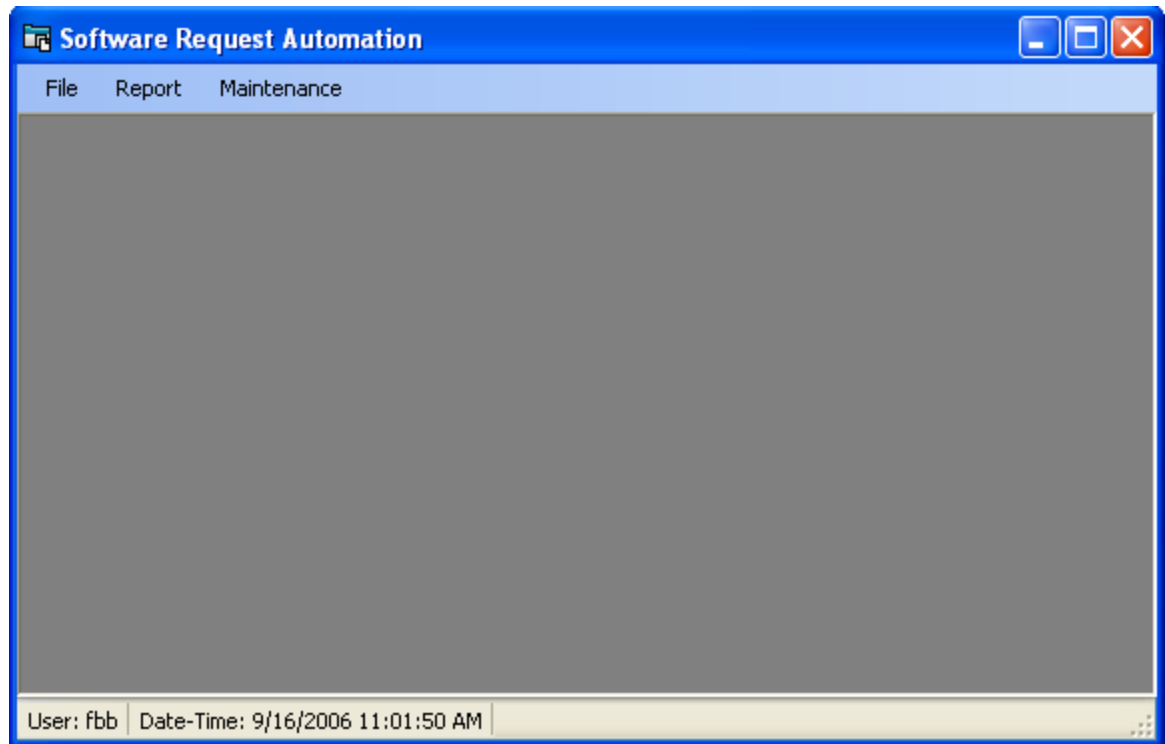
3.0 Program Process Flow



4.0 Program Usage

4.1 Usage

➤ Figure 1.0 – Main Interface



The Main Interface is where Users select the Menu item(s) available/enabled, depending on their profile. Menu Items are as follows:

- File Menu
 - To request for program revisions/enhancements or new program development, select the Request Submenu (see **Figure 2.0**).
 - To update the status of the request, select the Update Request Submenu (see **Figure 3.0**).
- Report Menu
 - To view software requests for a specified time frame, select the SRF Compilation Submenu (see **Figure 4.0**).
- Maintenance Menu
 - To archive/remove completed SRF records, select the SRF Compilation Submenu (see **Figure 5.0**).
 - To update User's profile or add a new user, select the Manage Users Submenu (see **Figure 6.0**).

➤ **Figure 2.0 – Request Interface**

Software Request Automation - [Create/Edit Software Requests (QR-ENG-019)]

File Report Maintenance

New Edit Save Cancel Refresh Filter Close

Request Details

Project: [dropdown]
 Program Name: [dropdown] +
 Request Type:
☐ New ☐ Modification ☐ Installation
 Description: [text area]
 Attachments: [text area] Add Remove
 SRF No.: [text field]
 Date Requested: [text field]
 Date Required: [dropdown]
 Requested To: [dropdown]
 Requested By: [text field]
 Department: [text field]

12 - Records Found for September

SRF No	Request Type	Project Name	Program Name	Date Requested	Requested By
MDECSD2006090001	New	982AE - OVERHEAD QUALITY AS...	SampleProgram	9/4/2006 7:27...	assign user
MDECSD2006090002	New	926AA - GENERIC PRODUCTION ...	ACT-COMMA	9/5/2006 6:32...	assign user
MDECSD2006090003	Installation	ACTBF - BFI	ACT-COMMA	9/6/2006 2:49...	assign user
MDECSD2006090004	New	982AE - OVERHEAD QUALITY AS...	Super	9/6/2006 4:12...	assign user
MDECSD2006090005	New	ACTBO - BOMBARDIER	NewProgram	9/6/2006 4:55...	assign user
MDECSD2006090006	New	ACTAA - MONTHLY MANAGEMEN...	ADM-VAL.exe	9/8/2006 3:18...	assign user

User: fbb Date-Time: 9/16/2006 11:03:56 AM

The Request Interface is where Users request for New Program Developments and Program Revisions and Enhancement. The default view is all the SRF records filed.

- To create a new request:
 - User must click the **New** Button; the Request Details will be enabled for the User's entries (see **Figure 2.1**).
 - Select a project name from the values listed in the combo box.
 - Select a project name from the values listed in the combo box
 - Select the type of request, default request type is New
 - Enter a brief description of the request, attach program specs and select from the combo box the assigned person to lead the project. These fields are optional.
 - To attach file, click the Attachments button. A browse file form will be displayed (see **Figure 2.2**).
 - To delete the attached file, select the file from the list and click the Delete button
 - Select Date Required by browsing in the Date Required Date Picker
 - Select request recipient by browsing the Requested to Combo Box
 - Click the Save button to save the request

- The list of requests for the month will then be updated

✓ **Figure 2.1 – New Request**

Software Request Automation - [Create/Edit Software Requests (QR-ENG-019)]

File Report Maintenance

New Edit Save Cancel Refresh Filter Close

Request Details

Project: 926AA - GENERIC PRODUCTION TOOLS SRF No.:

Program Name: Date Requested: 16/2006

Request Type: ☐ New ☐ Modification ☐ Installation

Date Required:

Description: Requested To:

Requested By: May Barcenas

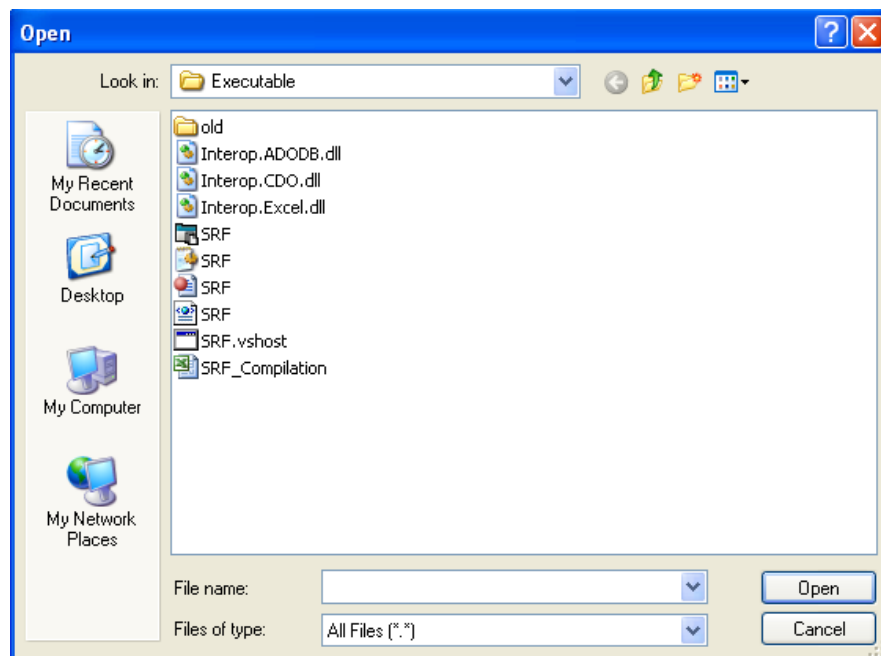
Attachments: Department: ASG

12 - Records Found for September

SRF No	Request Type	Project Name	Program Name	Date Re
MDECSD2006090001	New	982AE - OVERHEAD QUALITY AS...	SampleProgram	9/4/2006
MDECSD2006090002	New	926AA - GENERIC PRODUCTION ...	ACT-COMMA	9/5/2006
MDECSD2006090003	Installation	ACTBF - BFI	ACT-COMMA	9/6/2006
MDECSD2006090004	New	982AE - OVERHEAD QUALITY AS...	Super	9/6/2006
MDECSD2006090005	New	ACTBO - BOMBARDIER	NewProgram	9/6/2006
MDECSD2006090006	New	ACTAA - MONTHLY MANAGEMEN...	ADM-VAL.exe	9/8/2006
MDECSD2006090007	Modification	ACTCC - AMCC	ACTTOOL	9/11/2006

User: fbb Date-Time: 9/16/2006 11:10:39 AM

✓ **Figure 2.2 – Browse Attachment**



- To edit a request:
 - User must select an item to edit before clicking the **Edit** Button
 - Depending on the User's profile, he may or may not be given the privilege to change the data of the selected SRF item/request.
- To filter SRF records:
 - To filter the SRF items that can be viewed in the Request Form, User must click the **Filter** Button. The Filter View Interface will appear (see **Figure 2.4**).
 - User must select a Field to Filter from the Field Combo Box, then enter a value on the Value textbox. [e.g. Field: Program_Name, Value: SRF_Auto]
 - User had the option to match the whole string keyed-in in the value field by checking the Match Whole String Checkbox
 - User must select a search period on the Period combo box. Selecting all dates will disable the Range Date Pickers, selecting otherwise will oblige user to select a date range from the Range Date Picker.
 - User must then click the **Find** Button. The list of requests for the selected Field, Value and Period will then be displayed in the Request Interface.

✓ **Figure 2.4 – Filter SRF Records**

The screenshot shows a 'Filter View' dialog box with the following elements:

- Field:** A dropdown menu currently displaying 'Program_Name'.
- Value:** An empty text input field.
- Match Whole String:** An unchecked checkbox.
- Period:** A dropdown menu currently displaying 'Date_Requested'.
- Date Range:** Two date pickers, both showing '9/16/2006'.
- Buttons:** 'Find' and 'Cancel' buttons at the bottom right.

➤ **Figure 3.0 – Update Request Interface**

Software Request Automation - [Update Software Requests (QR-ENG-019)]

File Report Maintenance

View All Requests View Update Refresh Filter Close

Assigned Staff Status Remarks

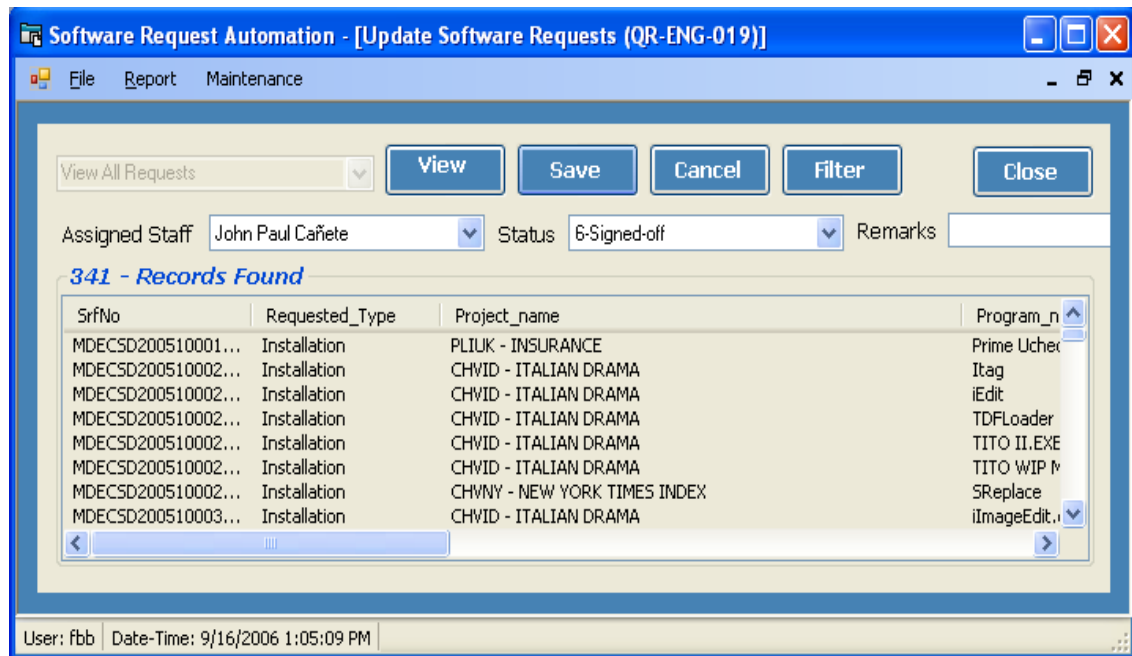
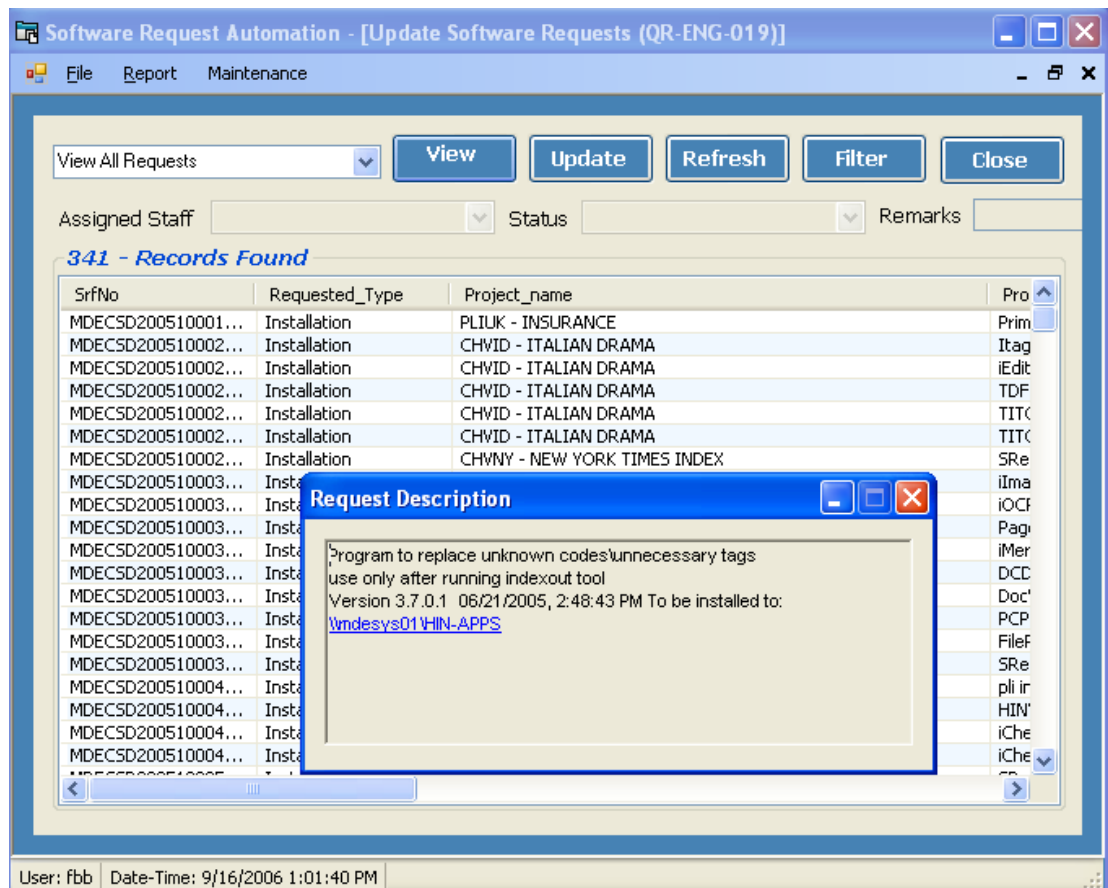
341 - Records Found

SrfNo	Requested_Type	Project_name	Program_name	Date_requested	Requested_by	Assigned_pers
MDECS200510001...	Installation	PLIUK - INSURANCE...	Prime Ucheck Conv...	10/4/2005 12:00:0...	Lloyd Delos Reyes ...	John Paul Caffie
MDECS200510002...	Installation	CHVID - ITALIAN D...	Itag	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510002...	Installation	CHVID - ITALIAN D...	iEdit	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510002...	Installation	CHVID - ITALIAN D...	TDFLoader	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510002...	Installation	CHVID - ITALIAN D...	TITO II.EXE	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510002...	Installation	CHVID - ITALIAN D...	TITO WIP MONITO...	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510002...	Installation	CHVNY - NEW YORK...	SReplace	10/4/2005 12:00:0...	Chaegie Cadungog ...	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	ImageEdit.exe	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	iOCR.exe	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	Page2Zone.exe	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	iMerge.exe	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	DCDClipper.exe	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	DocViewer	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	PCP II	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	FilePortal.exe	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510003...	Installation	CHVID - ITALIAN D...	SReplace	10/4/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510004...	Installation	PLIPM - INSURANC...	pli inventory.exe	10/5/2005 12:00:0...	Lloyd Delos Reyes ...	Hanna Eamigue
MDECS200510004...	Installation	CHVNY - NEW YORK...	HINYT_INDEX-OUT...	10/5/2005 12:00:0...	Chaegie Cadungog ...	Hanna Eamigue
MDECS200510004...	Installation	CHVID - ITALIAN D...	iChecker.exe	10/5/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510004...	Installation	Y23CL - CASELAW ...	iChecker	10/6/2005 12:00:0...	Alvin John Lee	Hanna Eamigue
MDECS200510005...	Installation	Y23CL - CASELAW ...	SReplace	10/6/2005 12:00:0...	Alvin John Lee	John Paul Caffie
MDECS200510006...	Installation	CHVID - ITALIAN D...	IDG-AuthorReplicat...	10/7/2005 12:00:0...	Alvin Pitogo	John Paul Caffie
MDECS200510006...	Installation	UPSNA - NATIONAL...	LIT-Dollar	10/8/2005 12:00:0...	Roy Gumbao	John Paul Caffie
MDECS200510008...	Installation	ESPSN - PROJECT S...	DRTTool.exe	10/10/2005 12:00:...	Romella Nomo	John Paul Caffie

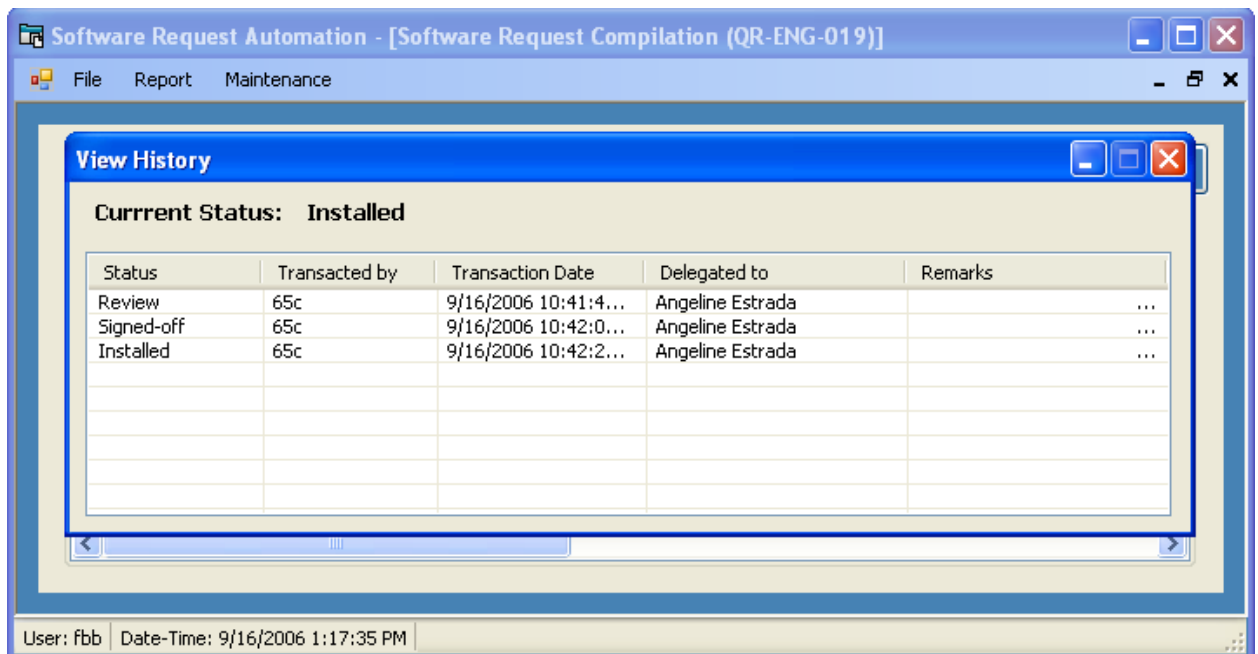
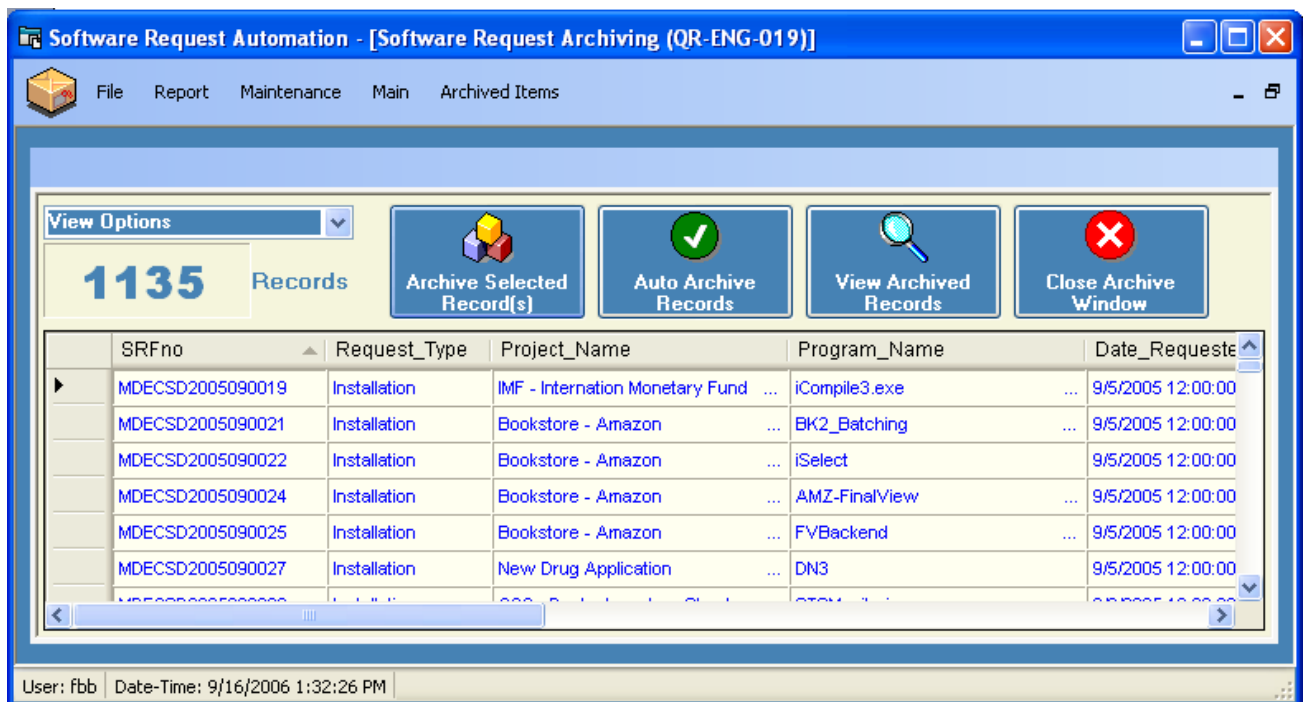
User: fbb Date-Time: 9/16/2006 11:05:30 AM

The Update Request Interface is where Users update the request's status

- To update the request's status:
 - User has the option to view all requested items or filter them by User ID, Project, SRF Number, etc. by selecting the filter field on the View Combo Box. Default View is **All Requests**
 - User must click the **Update** Button to enable the Update fields (see **Figure 3.1**).
 - User must select the assigned person to be delegated from the values listed in the combo box
 - User must then select the updated status of the item from the Status Combo Box. User has the option to include comments by keying-in remarks in the Remarks Textbox
 - User must click the Save button to save the changes
 - User must click the Cancel button to cancel the changes
 - Updates will then be reflected from the view
 - To view the description of an SRF item, User must select an item and click the View Button (see **Figure 3.2**).

✓ **Figure 3.1 – Enabled Update Fields**✓ **Figure 3.2 – View Item Description**

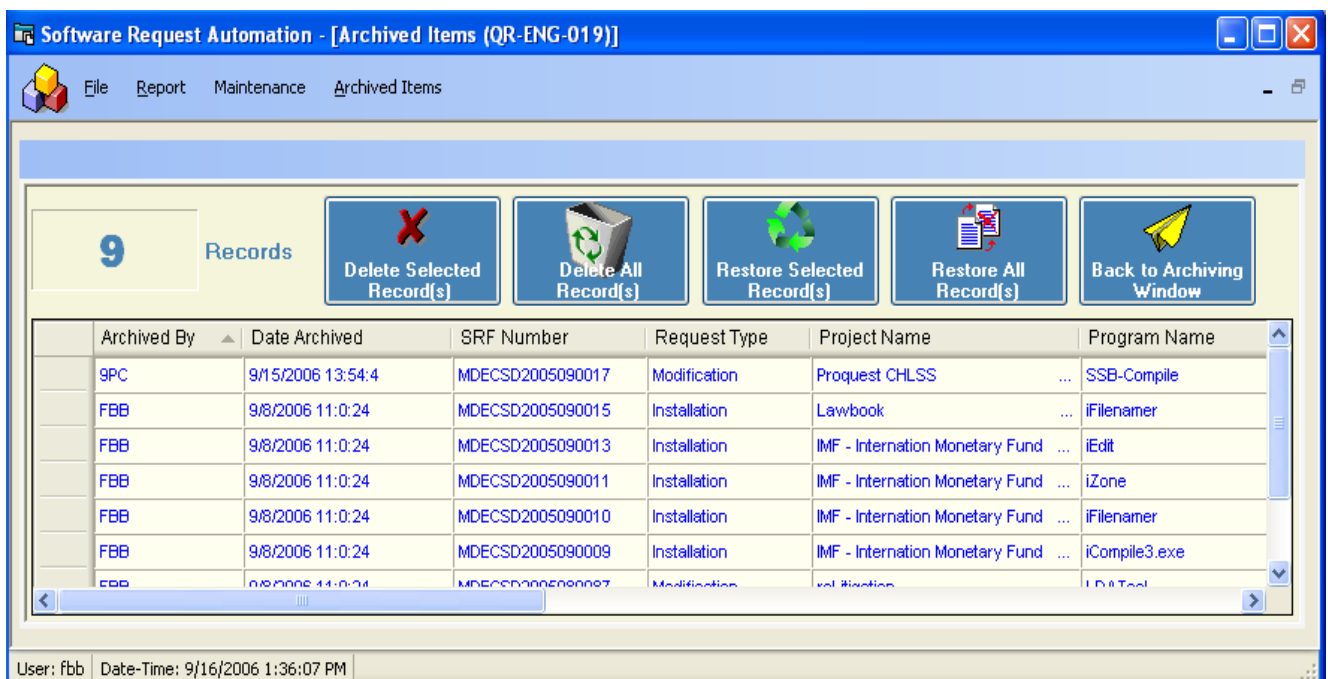
➤ **Figure 4.0 – Report [SRF Compilation]**

✓ **Figure 4.1 – View History**➤ **Figure 5.0 – Maintenance [SRF Archive]**

The SRF Archive Interface is where Users can archive and completely remove completed items from the SRF database.

- User has the option to view items by Project and by Date Completed by selecting the view type on the View Options Combo Box. Default view is **All Items**.
- Archived items bear an indication (- A) that it has already been archived, e.g. MDECSD2006080112 - A
- To archive selected record(s):
 - User must select/highlight an item or multiple items, then click the **Archive Selected Record(s)** Button.
 - The tool will prompt a message verifying the archiving process. If the User chooses to proceed, tool will automatically delete the selected items from the Archive Interface (SRF Database) and transfer them to the Archived Interface (Archived Database)
- To auto-archive records:
 - User must click the **Archive Selected Record(s)** Button.
 - The tool will prompt a message verifying the auto-archiving process. If the User chooses to proceed, tool will automatically delete the previous month's SRF records (based from the Date of Completion) from the Archive Interface (SRF Database) and transfer them to the Archived Interface (Archived Database)
- To view archived records:
 - User must click the **View Archived Records** Button. The Archived Records Interface will automatically appear (see **Figure 5.1**)

✓ **Figure 5.1 – View Archived Records**



- SRF Record(s) can only be permanently deleted from the Archived Database if its Date of Completion is equal to or more than a year and a month old.
- To delete selected record(s):
 - User must select/highlight an item or multiple items, then click the **Delete Selected Record(s)** Button.
 - The tool will prompt a message verifying the deletion process. If the User chooses to proceed, tool will automatically delete (completely) the selected items from the Archived Interface (Archived Database)
- To delete all records:
 - User must click the **Delete Selected Record(s)** Button.
 - The tool will prompt a message verifying the deletion process. If the User chooses to proceed, tool will automatically delete (completely) all items from the Archived Interface (Archived Database)
- To restore selected record(s):
 - User must select/highlight an item or multiple items, then click the **Restore Selected Record(s)** Button.
 - The tool will prompt a message verifying the restoration process. If the User chooses to proceed, tool will automatically delete the selected items from the Archived Interface (Archived Database) and restore them back to the Archive Interface (SRF Database).
- To restore all records:
 - User must select/highlight an item or multiple items, then click the **Restore All Records** Button.
 - The tool will prompt a message verifying the restoration process. If the User chooses to proceed, tool will automatically delete all items from the Archived Interface (Archived Database) and restore them back to the Archive Interface (SRF Database).

➤ **Figure 6.0 – Maintenance [Manage Users]**

UserID	User Name	Department	Email ID
15a	Renante Hagnaya	NPI	Mandaue_EnggConversionStaff
1dh	Alvin John Lee	NPI	Lee_AlvinJohn
1ic	Alain Sarmiento	NPI	Mandaue_EnggConversionStaff
1ij	Apple Acebedo	NPI	Mandaue_EnggConversionStaff
1n1	Amador Barro	NPI	Amador_Barro
1o1	Melchor Gilig	NPI	Melchor_Gilig
1wl	Aljunie Cafiete	NPI	Mandaue_EnggConversionStaff
218	Erwin Salimbangan	NPI	Mandaue_EnggConversionStaff
2ct	Dexter Dajao	NPI	Mandaue_EnggConversionStaff
2hz	Doreen Suralta	NPI	Doreen_Suralta
2jk	Bernard Cabras	NPI	Bernard_Cabras
2m7	James Ian Lumapas	NPI	Mandaue_EnggConversionStaff
2sp	Christine Gonzales	NPI	Christine_Gonzales
367	Jerry Manlangit	NPI	Jerry_Manlangit
3jq	Rackie Montemor	NPI	Rackie_Montemor

The Manage Users Interface is where Users can view and edit other user's profile and/or SRF-Auto rights.

- To add new SRF-Auto User:
 - User must click the **New** Button, the New User Fields will then be enabled (see **Figure 6.1**)
 - User must completely fill-up all the fields in the User Info Panel
 - User must then check the new User's rights (multiple rights is allowed)
 - User must then click **Save** Button. Tool will automatically update the Users in the Manage Users Interface
- To edit an SRF-Auto User:
 - User must select/highlight User to edit and click the **Edit** Button, the Edit User Fields will then be enabled (see **Figure 6.2**)
 - User must completely fill-up all the fields in the User Info Panel
 - User must then check the new User's rights (multiple rights is allowed)

- User must then click **Save** Button. Tool will automatically update the Users in the Manage Users Interface

✓ **Figure 6.1 – Add New SRF_Auto User**

User Management (QR-ENG-019)

Buttons: New, Edit, Save, Cancel, Delete, Close

User Info

User ID:

User Name:

Department:

Email ID:

Rights

☐ Can Request ☐ Can Archive

☐ Can Update ☐ Can Administer

☐ Can Compile

66 - Users

UserID	User Name	Department	Email ID
15a	Renante Hagnaya	NPI	Mandaue_EnggConversionStaff
1dh	Alvin John Lee	NPI	Lee_AlvinJohn
1ic	Alain Sarmiento	NPI	Mandaue_EnggConversionStaff
1ij	Apple Acebedo	NPI	Mandaue_EnggConversionStaff
1n1	Amador Barro	NPI	Amador_Barro
1o1	Melchor Gilig	NPI	Melchor_Gilig
1wl	Aljunie Cafete	NPI	Mandaue_EnggConversionStaff
218	Erwin Salimbangan	NPI	Mandaue_EnggConversionStaff
2ct	Dexter Dajao	NPI	Mandaue_EnggConversionStaff
2hz	Doreen Suralta	NPI	Doreen_Suralta
2jk	Bernard Cabras	NPI	Bernard_Cabras
2m7	James Ian Lumapas	NPI	Mandaue_EnggConversionStaff
2sp	Christine Gonzales	NPI	Christine_Gonzales
367	Jerry Manlangit	NPI	Jerry_Manlangit
3jq	Rackie Montemor	NPI	Rackie_Montemor

✓ **Figure 6.2 – Edit SRF_Auto User**

User Management (QR-ENG-019)

Buttons: New, Edit, Save, Cancel, Delete, Close

User Info

User ID:

User Name:

Department:

Email ID:

Rights

☒ Can Request ☒ Can Archive

☒ Can Update ☒ Can Administer

☒ Can Compile

66 - Users

UserID	User Name	Department	Email ID
cuy	Ronan Montero	NPI	Ronan_Montera
ech	Cecilia Antonio	NPI	Cecilia_Miot
ers	Charisse Sentillas	IT-00&S	Charisse_Chan
etj	Junn Sunico	QA	Junn_Sunico
fbb	May Barcenas	ASG	Angeline_Estrada
fvy	Jeffrey Trasmonte	NPI	Jeffrey_Trasmonte
g46	Art Jaspa	NPI	Arturo_Jaspa
gai	Charity Paradela	IT-00&S	IT-ProductionSupport_Mandaue
gay	Edeliz Larisma	NPI	Edeliz_Larisma
gce	Roy Gumbao	NPI	Roy_Gumbao
geb	Khrista Katrina Codilla	ASG	SystemsASG_Mandaue
geu	Onyx Changco	IT-00&S	IT-ProductionSupport_Mandaue
GEX	Merwin Demabildo	NPI	Merwin_Demabildo
gmz	Jane Ybanez	QA	QAManagers1_Mandaue
GQN	Renato Tugade Jr.	NPI	Mandaue_EnggConversionStaff

4.2 Validation

Error Message	Cause
Pls. enter the values from the list.	User is disallowed to type in the values of PROJECT, PROGRAM and ASSIGN PERSONNEL in the combobox.
Pls. select files to delete	Delete button is clicked w/o selecting the files to delete.
No values entered in Program	Save button is clicked w/ incomplete entries. PROGRAM field is mandatory.
FROM date must be equal or less than TO date	FROM date selected is greater than TO date
TO date must be equal or greater than FROM date	TO date selected is less than FROM date
ERROR: No value entered for assigned person.	SRF is updated for REVIEW and SAVE button is clicked w/o selecting the assigned personnel.
ERROR:No value selected in status	SAVE button is clicked w/o selecting the status of the SRF.

4.3 Application Error Handling

Error Message	Solution
Application is already running.	Check the SRFAuto.exe in the task bar
G:\kklhjk\ not found.	Check the invalid I/O paths and specify a valid path for either the ReportPath, SavePath, AttachPath and ITWIPPath in the ini file
Missing SRFAuto.ini in the application path	Check if SRFAuto.INI file exists in the application path.
Missing\Empty Fields in the INI file : ReportPath	Add in the [I/O PATHS] ReportPath = D:\working or (specify the location for reports)
Missing\Empty Fields in the INI file : SavePath	Add in the [I/O PATHS] SavePath = G:\ or (specify the network location where to save attachments)
Missing\Empty Fields in the INI file : AttachPath	Add in the [I/O PATHS] AttachPath = D:\working or (specify the location where attachments will be transferred for IT documentations)
No Read Access in G:\Common\SRF	Specify in the [I/O PATHS] a valid path with read access for ReportPath and AttachPath
No Write Access in G:\Common\SRF	Specify in the [I/O PATHS] a valid path with write access for ReportPath, AttachPath, and SavePath
Userid xxx is not enrolled in this application	Report error to IT
Attachments were not transferred to G:\Common\...	Report error to IT
Runtime errors	Check the connection string entries in the ini file.

5.0 Glossary

NONE